



## JOB DESCRIPTION

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**JOB TITLE:** Senior Utility Worker

**DEPARTMENT:** Public Works Department

**REPORTS TO:** Utility Supervisor

**DATE:** June, 2009

**EMPLOYEE UNIT:** AFSCME

**Supersedes:** September, 2006

**FLSA EXEMPT:** No

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**JOB SUMMARY:** Under general supervision of the Utility Supervisor, provides lead direction to crews in the utility maintenance operations assigned to maintain the City's water distribution and sewer collection systems; performs advanced skilled water supply and wastewater collection system maintenance work; may be assigned to provide training and lead direction for a small staff of Utility Workers who install, repairs or replaces water meters; reads meters in an assigned area to record water consumption for a given period; performs related work as required.

**CLASS CHARACTERISTICS:** The Senior Utility Worker is a journey level classification with lead responsibilities who provides oversight and field direction to personnel assigned to the maintenance of the City's water distribution and sewer collection systems. Incumbent is also responsible for ensuring that day-to-day maintenance activities are in conformance with generally accepted principles, standards, laws and regulations governing the utility maintenance operation. This class directs and personally performs skilled and advanced skilled work in the maintenance and repair of potable water production, storage and distribution facilities and wastewater collection systems. It is distinguished from the next lower class of Utility Worker II in that the Senior Utility Worker has lead responsibilities of utility crews.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally, in cooperation with the Utility Supervisor, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Provide day-to-day field direction to a small crew of Utility Workers involved in maintaining water wells, chemical feeder equipment, treated water storage facilities; water distribution pipelines and related appurtenances, sanitary sewers for the collection of wastewater, and pumping equipment for both systems.
2. Train and provide lead direction and supervision to staff in proper work procedures.

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3. Ensure the proper treatment of water from local groundwater sources, take samples and make field tests to confirm water treatment procedures, adjust chemical feeders accordingly.
4. Change chemical drums to keep a continuous flow.
5. Ensure that storage reservoirs are maintained at the proper operating levels.
6. Diagnose operating problems and estimates labor and materials requirement for repair.
7. Provide input to Utility Systems Supervisor on employee performance evaluations.
8. Assist Utility Systems Supervisor with bid process for and purchase utility equipment and appurtenances.
9. Prepare daily and weekly production schedules for Utility Workers.
10. Monitor the City's computer distribution telemetry system to evaluate problems and make the necessary corrections; turn pumps on or off via telemetry system.
11. Operate equipment and power and hand tools and personally perform skilled utility maintenance work.
12. May be assigned to:
  - a. Assist in developing meter reading routes and schedules.
  - b. Read water meters and record water usage in an assigned area following an established route.
  - c. Install new domestic and commercial meters, and Check for inoperative, defaced or bypassed meters.
  - d. Verify questionable readings and assists customers in finding leaks as appropriate.
  - e. Repair defective meter boxes and meters or replace as appropriate.
  - f. Maintain records regarding meter installation and repair.
  - g. Trim or spray brush around meter boxes.
  - h. Deliver turn-off notices and direct customers to proper payment channels.
  - i. Answer inquiries and interpret and explain policies, regulations, and fees to customers.
  - j. Turn water service on and off.
13. Answer inquiries and handle complaints from citizens regarding work performed.
14. Assist other maintenance crews in emergency situations.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education & Experience:**

1. Graduation from high school or equivalent.

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2. Three years of progressively responsible experience in the operation and maintenance of water distribution and/or wastewater collection facilities including experience leading the work of other utility maintenance staff required.

### **Licenses & Certificates:**

1. Possess a valid California Class C driver's license in conformance with adopted City driving standards or possession of a Class A driving permit in conformance with adopted City driving standards within six months from date of hire and possession of a valid California Class A driver's license within one year from date of hire.
2. Possess a State of California Department of Health Services Water Distribution Operator Grade III.
3. Possess a California Water Environment Association Grade I Collection System Maintenance Certificate.
4. Possess a AWWA Backflow Tester Certificate within one year of date of hire.
5. Successfully complete a Pulmonary Function Test and be certified to wear a respirator at time of hire.

### **Other Requirements:**

1. Must be willing to work out of doors in various weather conditions.
2. Work extended hours as required and to respond from home to the Public Works Corporation Yard within 30 minutes when assigned to stand-by duty.
3. Respond to emergencies on a 24-hour stand-by basis.
4. Work within confined spaces.

### **Knowledge of:**

1. Use and care of common hand tools.
2. Safety practices pertaining to the work.
3. Basic shop arithmetic.
4. Basic mechanical maintenance practices and methods.
5. Tools, equipment practices, methods and materials for water production, storage and distribution facility repair and maintenance projects and activities.
6. Tools, practices and techniques related to sanitary sewer and related pump station maintenance and repair.
7. Safe and proficient operation of a backhoe and field maintenance practices.
8. Basic water treatment principles and practices.
9. Safe handling of water treatment chemicals.

### **Skill in:**

1. Following oral and written instructions.
2. Establishing and maintaining effective working relationships with those contacted in the course of work.
3. Leading and performing work in accordance with written or oral instructions.
4. Performing skilled operations and maintenance work on utility equipment and facilities.
5. Reading and interpreting plans and specifications.
6. Performing basic mathematic computations.
7. Maintaining accurate records and preparing clear reports of work performed.
8. Dealing tactfully and effectively with the public.

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9. Providing outstanding customer satisfaction (internally and externally).

### **Ability to:**

1. Climb 30 - 50 feet on a ladder.
2. Perform physical labor and operate tools and machinery.
3. Perform duties using various types of personal protective equipment.
4. Establish and maintain effective work relationships with City staff and the general public.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must regularly lift and/or move up to 50 pounds of equipment over rough outdoor terrain. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 5% indoors and 95% outdoors; travel is required.
2. The work environment indoors is usually in a temperature-controlled office.
3. While performing the duties of this job outdoors, the employee often works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction equipment.